



# HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237  
APO AP 96205-5237

REPLY TO  
ATTENTION OF:

FKCC

11 SEP 2008

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Forces Korea (USFK) Command Policy Letter #14, Government Travel Charge Card

1. This letter supersedes USFK Command Policy #14, 19 Jun 06. It remains in effect until rescinded or superseded.
2. References:
  - a. Department of Defense 7000.14-R, DoD Financial Management Regulation, Volume 9, Chapter 3.
  - b. Bob Stump National Defense Authorization Act (Public Law 107-314).
  - c. Travel and Transportation Reform Act of 1998 (Public Law 105-264).
3. This policy applies to all USFK military and civilian employees.
4. The Travel and Transportation Reform Act of 1998 stipulates that the Government Travel Charge (GTC) Card be used by all U.S. Government personnel to pay for costs incident to official business travel. This typically includes, but is not limited to, the purchase of airline tickets, billeting, and costs of meals.
5. Use of the GTC Card is mandatory for all military and civilian employees while on official travel, unless they are specifically exempted. Commanders, directors, and leaders at all levels must ensure that members of their organizations are issued and trained to properly use their GTC while on official government travel. To ensure proper use of the GTC and prevent abuse and delinquencies, commanders and directors shall:
  - a. Appoint an Agency Program Coordinator (APC) to manage the day-to-day operations of the travel card program.
  - b. Ensure that delinquent cards and cards that are being used inappropriately are expeditiously deactivated and corrective or disciplinary actions taken as appropriate.
  - c. Require cardholders to use the "split-disbursement option". Split disbursement is mandatory for all travelers using the card and must be properly annotated on all travel vouchers before payment is made.

*This letter can be found at <http://www.usfk.mil>*

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d. Do not issue GTCs to individuals that are expected to travel infrequently. Check to see how often the applicant travels or expects to travel before approving an application for a GTC.

e. Ensure that cardholders are trained on the proper use of the card, individual responsibility to pay all debts when due, and mandatory split disbursement.

f. Assist cardholders in a travel status for more than 30 days in filing interim travel settlements.


g. Require unit APC to screen card transactions each month for unauthorized purchases and delinquencies.

h. Ensure that personnel are financially prepared to deploy or permanently change duty location. Servicemembers must know their options for obtaining funds and paying bills during deployments and while changing permanent or rotational duty locations.

i. Ensure unit in- and out-processing procedures require cardholders to process through the unit APC.

6. Cardholders who misuse their GTC Card shall be subject to administrative or disciplinary action. Commanders, directors, and other leaders must ensure that servicemembers and civilian employees use the Government Travel Card responsibly. By ensuring that our personnel use their cards properly, we can support the DOD and Service standards for reducing delinquencies and inappropriate usages.

7. Point of contact for this policy letter is USFK RM at 723-7914 or [usfkrm@korea.army.mil](mailto:usfkrm@korea.army.mil).

  
WALTER L. SHARP  
General, U.S. Army  
Commander

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